

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Liquor Distribution Accountant
Position Number: 58105219
Division: Liquor Distribution
Grade/Salary: 14 / \$14.69 – \$17.83/hr DOQ or
*Training Assignment at 13 / \$13.43 - \$16.26 DOQ
Status: Permanent/Full-time
Location: Helena
Union: No
Supplement: No
Hiring Supervisor: Shauna Helfert
Closing Date: June 8, 2007

Role Summary & Duties: The incumbent is responsible for the efficient day-to-day operation of the Liquor Distribution Accounting System. Monitors monthly expenditures/authorizes and ensures monthly payments. Prepares monthly financial reports and annual report for the Liquor Enterprise Fund, which has annual revenues of \$85 million plus. Maintains perpetual inventory within accounting system and performs physical inventory.

Evaluates, establishes, and modifies internal controls required to maintain the integrity of the liquor distribution accounting operations. Manages franchisees' accounts receivable. Identifies and resolves specific customer service, product supply, and distribution accounting problems. Administers agency commission rates according to MCA, title 16.

Assists in the development of the Liquor Enterprise Budget. Evaluates cash position and determines minimum allowable balance, giving consideration to the period, pending disbursements, and projected accounts receivable receipts. Recommends the amount of the final profit transfer to the general fund at the close of the fiscal year, giving consideration to pending disbursements, projected accounts receivable receipts, and working capital needs. Reviews distribution accounting reports for reasonableness. Provides information to State Auditors on fiscal matters, responding to audit issues, carrying out applicable audit recommendations.

Competencies: Thorough knowledge of accounting theory, principles and practices. Typically the required level of knowledge would be acquired by earning a degree in Accounting or with considerable accounting work experience (4 years). Other combinations of education and experience may be considered. Experience in preparing and analyzing financial statements for businesses similar to the Liquor Enterprise Fund is preferable. Working knowledge of accounting computer systems, with considerable knowledge and experience with personal computers using spreadsheet software.

***Training Assignment:** If applicants for this position do not meet the minimum qualifications, a training assignment may be used. If another vacancy occurs in this job classification within three months of the hire date for this position, the same applicant pool may be used for selection.

Education and Experience: The above competencies are acquired through a bachelor's degree in accounting or a degree in business administration, finance or public administration that included 24 semester hours in accounting, or the required education to sit for the Montana CPA Exam.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue
Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other eligibility requirements are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.